

Position Vacancy Announcement

OPEN TO: All Interested Candidates

OPENING DATE: October 12, 2010

CLOSING DATE: When filled

POSITION TITLE: Cook/Maid

WORK HOURS: Full Time: 40 hours per week

BASIC FUNCTION OF THE POSITION:

- Plan meals for all types of informal and formal functions, including the purchase and preparation of food and beverages;
- Prepare food and drinks for the household, guests and official receptions, dinners and other functions;
- Prepare dining and serving areas by setting up counters, stands, and tables with condiments and silverware;
- Help to serve informal, buffet-style or sit-down functions;
- Clean kitchen equipment, pots and pans, counters, and other work areas;
- Scheduling and accomplishing the routine cleaning of all representational and non representational areas on a daily basis;
- Schedule periodic and special cleaning requirements, such as window cleaning and regular mopping and dusting;
- Assist in the preparation of claims for representation events;
- Perform other duties as assigned.

QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- At least one year's experience in food and beverage service is required;
- Candidates selected for interview must demonstrate comprehensive English language skills.
- Successful candidate will be subject to a 90 day probationary period.

TO APPLY: The successful applicant must fully meet qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item as well as names, contact numbers, and addresses of three professional references.

SUBMIT APPLICATION BY LOCAL POSTAL SERVICES TO:

Human Resources Office
Address: 3 Moyqorghon Street,
5th Block, Yunusobod District, 100093
Fax: 998-71-120-63-35; Email: personnel@usembassy.uz